

**DATE:        SEPTEMBER 26, 2003**

**TO:         ALL INTERESTED PARTIES**

**RE:         FOOD, BEVERAGE AND RETAIL  
              CONCESSION CONTRACTS**

**ADDENDUM NO. 2**

**RFP PROCESS, INSTRUCTIONS AND  
CONTRACT PROVISIONS  
RFP Volume I**

Attached hereto and incorporated herein is a clarification regarding the RFP Proposal Evaluation document and a revision to the RFP Financial Proposal document.

**SITE VISIT SUMMARY**

Attached hereto and incorporated herein is a summary of the Site Visits conducted on September 8, 9 and 17, 2003.

**QUESTIONS AND ANSWERS**

Attached hereto and incorporated herein are four (4) Questions and Answers regarding the RFP Concession Specifications and Proposal Requirements documents.

All other RFP terms and conditions remain unchanged. All proposers will be required to acknowledge receipt of this Addendum on the Financial Proposal Form. All RFP Addenda will become a part of the Contract.

Sincerely,

Tim McGuigan  
Contracts / Legal Services Manager

Attachments

## **ATTACHMENT TO ADDENDUM NO. 2**

### **RFP PROCESS, INSTRUCTIONS AND CONTRACT PROVISIONS RFP Volume I**

#### **PROPOSAL EVALUATION Part 5**

#### **BASIS FOR AWARD Section E**

Page 2, lines 26-30. For clarification, there are no additional (bonus) evaluation points for proposers who submit a proposal for multiple service segments. As stated in Section E, Basis For Award, each service segment will have an independent evaluation to determine the most advantageous proposal for that segment. However, part of the evaluation process will include a review of the ease and efficiency of Contract administration with firms that propose to operate multiple service segments.

#### **FINANCIAL PROPOSAL FORM Part 8**

Page 2. The Financial Proposal Form is revised to allow the proposers to specify that the Financial Proposal is applicable if the proposer is awarded one or more service segments or any combination thereof. Proposers may submit one or more alternate Financial Proposals, if needed to correspond to the specified / selected service segments or combinations thereof.

Attached hereto and incorporated herein is a revised Financial Proposal Form. The revised Form replaces and supersedes the Financial Proposal Form issued in the original RFP package.

For the purpose of accommodating alternate Financial Proposals, WSF will mail multiple Financial Proposal Forms to: (i) all firms that have sent a Letter of Intent to WSF, as specified in the RFP; and (ii) to any other firm that requests the Form, in writing, for the purpose of submitting a proposal to WSF.

## **SITE VISIT SUMMARY**

On September 8, 9 and 17, 2003, WSF conducted site visits to selected vessel and terminal concession facilities. Attached hereto and incorporated herein is a Site Visit Summary, with Questions & Answers and additional information provided by WSF.

## **QUESTIONS AND ANSWERS**

1.     **Q.**     In Volume I, Segment 1 for On Board Food, Beverage and Retail, Section J, Operational Requirements, item 3 stipulates that the concessionaire is responsible for galley and dining area equipment maintenance. At the bidders conference, a question was asked about the potential cost of assuming this responsibility based on historical data. WSF responded that the cost was approximately 1% of sales. Could you provide further clarification for the following expenses as incurred by WSF during the past fiscal year?

Repairs specific to the concessions/dining areas  
Maintenance  
Painting  
Floor Care  
Utilities  
Garbage Removal  
any additional expenses associated with the concession operations not included in the above that would fall into the category of repairs and maintenance.

A.     Please refer to RFP Addendum No. 1, Pre-proposal Conference Report attachment, Question / Answer No.1.
2.     **Q.**     You have indicated that there will be no office or warehouse space available at the Pier 52 Dock. Sodexo currently has office space on the passenger deck which we understand will no longer be available due to the planned renovation of the passenger area. However, is there a possibility that the space occupied by Sodexo on the warehouse level of Pier 52 may still be available for the concessionaire? This area does not appear to be impacted by the renovation.

A.     It is possible the space will be available for storage for the On-shore Food and Beverage segment only. WSF will not be able to make a final determination until WSF finalizes plans for the Pier 52 redevelopment. Proposers should not assume the space will be available.

3. Q. Could you provide your projections for future car ferry rider ship by route over the next 10 years?

A. Attached is a copy of WSF's new ten (10) year Ridership Projections for 2004-2014. The document is a component of a larger Revenue and Ridership Projections – Fiscal Years 2004 – 2014 report prepared by WSF for the Transportation Revenue Forecast Council in September 2003. However, such Ridership Projections are informational only for purposes of the RFP. The Ridership Projections are not binding on WSF for purposes of estimating future concession revenues and expenses.

4. Q. Referring to Volume I, Segment 1 for On Board Food, Beverage and Retail, Section F Capital Requirements:

The RFP stipulates that the proposer must include a capital investment plan with its proposal. It further states that the plan must clearly define the amount of the investment to be paid by the proposer and the amount to be funded by WSF. For the capital improvements that WSF agrees to fund, the Concessionaire must establish an internal fund to finance such improvements until the principal amount of the WSF investment can be incrementally credited against (deducted from) the Concession Fees payable to WSF.

In the same section however, it states that the proposer's contribution to the Capital Investment Plan may not be credited against (deducted from) the monthly Concession Fees payable to the WSF.

Could you please clarify WSF's position on what it would deem appropriate and therefore might agree to be deducted from Concession Fees?

A. The Capital Investment Plan must identify: (i) the Concessionaire's financial contribution to the Plan; and (ii) the additional amount to be funded by WSF through credits against (deductions from) the monthly Concession Fees. Only that portion that WSF agrees to fund may be credited against (deducted from) the Concession Fees. Interest charges associated with capital improvement financing may not be included in the Concession Fee credits.

( END )